King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual
	Chapter 3 **Safety and Emergency Procedures**

3.02.002 - Incident Command System		Approved By:	Director Allen Nance
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Purpose
To establish and define the Incident Command System's, organization, functions and responsibilities.

Policy
It is the policy of the department to have a system that provides staff with an all-hazards approach that addresses emergencies in a coordinated and timely manner. The system shall make every effort to ensure the safety of staff, residents and the public at all times. The system shall be flexible enough to respond to all emergencies regardless of size, severity or multi-agency response.

References

King County Policy:	INF-7-5-1-EP Drafting and Implementing Executive and Emergency Orders	
Department Forms:	Incident Briefing	(DAJD ICS-201)
	Incident Action Plan	(DAJD ICS-202)
	Incident Communications	(DAJD ICS-205)
	Vehicle Inventory	(DAJD ICS-218)
	Operational Planning "P"	(DAJD ICS-XXX)
	Officer's Report (F-627)	
	Supervisor's Incident Report (F-523)	
Other:	King County DAJD: Emergency Operations Plan	

Definitions
Incident Command System (ICS): A nationally recognized model for command, control and coordination of emergency response that provides a means to organize the efforts of multiple agencies who work towards the common goal of stabilizing an incident.
Resources: An individual, crew, team of individuals, or equipment that all have an identified Chief or supervisor and that can be utilized during an incident. (i.e., ITR uniformed staff, gun qualified officers or Jail Health Services (JHS)

Incident Command Post (ICP): The command center for the incident. The department typically utilizes the Incident Command Center (ICC) at each facility for ICP. This location can shift depending on the incident.
Command level: The chain of command structure used when the ICS is employed and moves beyond a single resource (i.e., Medical Status [redacted] Code [redacted] etc.) incident.
Section level: An organizational level below the command level which, in a complex incident, would be overseen by a Section Chief. The five section levels are: Planning, Operations, Logistics, Administration and Jail Health. Section levels are implemented at the discretion of the IC.
Branch level: An organizational level below the section level that has specific functions or geographical areas. (i.e., King County Correctional Facility ITR or the Maleng Regional Justice Center ITR would be branches of the Operations Section.)
Group level: An organizational level below the branch level that has a specific function (i.e., transport drivers, gun-qualified officers, etc.)
Incident Commander (IC): The highest ranking, most senior uniformed staff member during any emergency situation. The IC can shift up the chain of command as necessary and as determined by the scope of the incident.
Deputy Incident Commander: Appointed, as necessary, by the IC to facilitate direction when the ICS has been implemented.
Section Chief: Uniformed staff member designated to be responsible for one of four sections: Planning, Operations, Logistics or Administration.
Incident Action Plan (IAP): A plan that describes the goals, operational objectives and support activities for the incident. Depending on the length and severity of the situation, the IAP may be verbal or written**.**
Incident Site Supervisor (ISS): Generally, a Sergeant who is directly supervising the incident site and situation. The ISS reports directly to the IC.
Operational Period: One shift.

A. General Guidelines

1. All incidents, regardless of size or complexity, will have an (IC). When appropriate, the IC may appoint a Deputy Incident Commander.
2. The IC's first priority is always the safety of staff, residents and the public.
3. Initially, the IC shall be the most senior first responder at the scene. For instance, an officer may be the IC at a Code C2 or a Medical Statu C2 ntil the Sergeant arrives. This type of incident is referred to as a single resource incident. The IC, who is generally the responding Sergeant, performs all the ICS duties required to resolve the incident.
4. Should the incident grow beyond the single resource level (i.e., C2 [redacted]), the Shift Commander shall assume the IC roll. The IC may/will activate the division's Incident Command Post (ICP) which is generally the Incident Command Center (ICC). The IC then assigns the ICS position(s) as dictated by the resources required to resolve the incident. The relieved IC (responding Sergeant) shall assume the position of ICS and report to the IC as directed and required.
5. The IC is responsible for approving the Incident Action Plan (IAP) (DAJD ICS-202). The IAP strategy shall minimize the effects of the incident while maximizing the efficiency of the resources at hand. During larger or more complex incidents, the Planning Chief as well as other general staff sections would coordinate with the IC to prepare the IAP. An IAP for a small incident (i.e.,

a Code C2 or Medical Status C2 is not required. Any incident that requires the activation of the ICP and extends beyond one operational period shall require a written IAP, utilizing the DAJD Operational Planning "P" and approved by the IC.

6. When possible, the command positions and general staff positions shall be filled by the chain of command. In situations where there is limited chain of command personnel to call upon, the IC may elect to delegate command and general staff positions to individuals outside of the chain of command.
7. Incident facilities (ICP, staging areas, triage areas, etc.) may be added if the incident covers a large geographical area, requires a large number of resources or requires highly specialized resources.
8. The ICS has proven effective for responding to all types of incidents, including:

9. The Incident Command System is built upon five components:
   a. Command (Incident Commander)
   b. Planning Section
   c. Operations Section
   d. Logistics Section
   e. Administration Section

B. Staff Positions and Responsibilities

1. The IC shall:
   a. Obtain a situation briefing. If the incident exceeds one operational period, an Incident Briefing (DAJD ICS-201) shall be completed and submitted, via the chain of command, to the Facility Commander.
   b. Establish an ICP and staging areas, if necessary, and notify Central Control Officers of these locations.
      1) The ICP shall be established in C2 .
      2) Selection considerations for the ICP:

      3) The ICP shall contain at a minimum the following equipment:

   c. Establish staffing needs.

d. Identify and prioritize immediate and potential problems.
e. If necessary, appoint and brief command staff to act in the capacity of a Safety Officer, Liaison Officer and Information Officer.
f. If necessary, appoint and brief department uniformed staff as chiefs for Planning, Operations, Logistics, and Administration.
g. When staffing needs cannot be met utilizing department staff, fill necessary positions with personnel from assisting agencies.
h. Authorize the IAP (DAJD ICS-202)
i. Approve requests for additional resources, as needed.
j. Ensure post-incident documents and reports are gathered for a post-event debriefing. Once concluded, all documents and reports from all sections shall be archived in a secure area for future review.

2. The Liaison Officer is the on-scene contact for all outside agencies.
   The Liaison Officer shall:
   a. Obtain situation briefing from the IC.
   b. Assess situation.
   c. Establish contact with assisting agencies and act as the department's contact point.
   d. Maintain a log of pertinent information.
   e. Forward the log and all reports to the IC.
3. The Information Officer receives all media inquiries and coordinates the release of information.
4. The Information Officer shall:

5. The Safety Officer monitors safety conditions and develops measures for ensuring the safety of all assigned personnel.
   The Safety Officer shall:

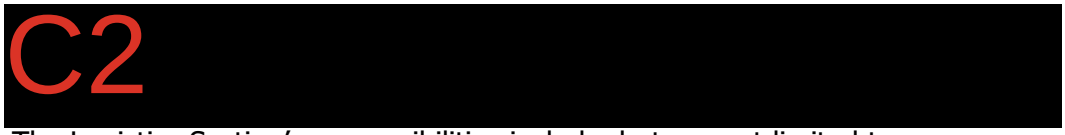
C. Section Staff Positions and Responsibilities

1. As incidents become more complex, the IC may activate additional department staff to manage or operate these sections:
   a. Planning
   b. Operations
   c. Logistics
   d. Administration
   e. JHS
2. The head of each section is referred to as the section chief (i.e., Planning Chief, Operations Chief, etc.)
3. Each section chief has the authority to expand their section to meet the needs of the incident.
4. Each section may have one or more branches. For example, the Operations Section may have a perimeter security branch and a transport branch. The Logistics Section may have an armory branch to ensure that there is adequate ammunition and a vehicular branch to ensure there are vehicles if needed.
5. Each branch may have one or more groups within it. For example, the perimeter security branch may have two groups of officers covering different times or areas.
6. The Planning Section's responsibilities include, but are not limited to:

7. The Planning Section Chief shall:

8. The Operations Section's responsibilities include, but are not limited to:

9. The Operations Section Chief shall:



10. The Logistics Section's responsibilities include, but are not limited to:

11. The Logistics Chief shall:

12. The Administration Section's responsibilities include, but are not limited to, scheduling, payroll, human resources, administrative concerns, emergency cost documentation and possible cost recovery.
13. The Administration Chief shall:

14. The JHS Chief shall:

D. Incident Action Plan (IAP)

1. The IAP shall address and describe the response goals, operational objectives and support activities for the entire operational period.
2. For simple incidents, the IAP may be prepared by the IC and may be verbal instead of written. When written, the plan may have a number of forms as attachments (i.e., safety plan, communications plan, etc.)
3. The IC will make the decision to have a written IAP for incidents lasting less than one operational period (i.e., first shift, second shift, etc.). Any incident extending beyond one operational period requires a written IAP and an Incident Briefing form both approved by the IC.
4. The Planning Section, when activated, shall write the IAP and submit it to the IC for approval.
5. The Operations Section is responsible for receiving the approved IAP from the IC and implementing it.

6. A written IAP shall be used whenever:

7. Operational periods, objectives and a time frame for goals shall be included in the IAP. Generally, the operational periods will mirror shift hours, (i.e., first shift 0620–1430), however they shall not exceed 12 hours.
8. In rapidly escalating or very complex incidents, the operational timeframes should be shorter to allow for rapid response to changing circumstances.
9. The benefits of a written IAP include, but are not limited to:
   a. Clear demonstration of agency and sectional responsibility and objectives.
   b. Protection from civil liability lawsuits.
   c. Documentation of objectives, goals and activities for the operation.

D. Demobilization:

Occurs when the incident is resolved to conclude an ICS implementation if no resources are required.

1. The IC will order a demobilization.
2. All written documents will be submitted to the IC.
3. All equipment checked out during the incident shall be returned.
4. The ICP shall be returned to a ready status for the next activation.
5. Peer Support Team members may be contacted if necessary for incident debriefings.